NOTICE OF EMPLOYMENT

POSITION: Assistant Cook – Big Wind Hall

EMPLOYER: Shoshone Tribe – Elderly Assistance Program

SALARY: DOE

OPENING DATE: September 14, 2020        CLOSING DATE: OPEN UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

- Assists the head cook with food preparation and with serving the participants and guests.
- Assists with preparation of home delivered meals.
- Ensures food is appetizing and meets the nutritional requirements of the program.
- Will be responsible for taking down chairs and setting tables before meals such as placing napkins, water pitchers, salt and pepper shaker, etc.
- Will sweep, mop the floors in the storage rooms and kitchen area on a daily basis.
- Will clean and sanitize all kitchen equipment, refrigerators, freezers, mixers, and ovens on daily basis.
- Will clean the kitchen and dining area with wiping down tables and chairs, washing cooking utensils, pots and pans and putting them away.
- Will assist with daily recording of meals served, food inventory, non-supplies and equipment.
- Inspects kitchen equipment on daily basis and reports any equipment problems to the Director.
- Maintains a neat and clean appearance at all times, no jewelry or nail polish. Hair must be in a net while preparing and serving meals.
- Participates in food handling and other training courses.
- Ensures kitchen staff complies with safe and sanitary handling of food, equipment, supplies used in the storage and preparation of meals
- Assists with activities, fundraising and other program functions as needed.
- Assumes duties and responsibilities of Head Cook during his/her absence.

QUALIFICATIONS:

- High school diploma or GED and have one (1) year of actual experience in food service.
Must have knowledge of food nutrition that complies with the 2010 Dietary Guidelines, the Older American Act requirements.

Must wear appropriate attire in kitchen area at all times to ensure safety and infection control.

Must be able to lift 30+ pounds and be able to endure long periods of standing.

Must be reliable, dependable, and a team player.

Must have a positive attitude of respect, patience, courteous and tactful manner towards program participants, guests and employees.

Must be able to follow recipes and other written instructions.

Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

APPLICATION REQUIREMENTS:

• Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.

• Applicants that state “See Resume“ for employment history must have the following the information listed on the resume:
  o Dates of previous employment
  o Reason for leaving previous employment
  o Hourly rate of previous employment.

• Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
  o Supporting documents: Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.

• Applicants who have a current application with supporting documents on file must submit a letter of interest. The letter should address how you meet each qualification. Telephone calls are not accepted in place of an employment application or letter of interest.

• Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.

• Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.